The Five Step External Training Process

Step 1: Access the Form

Identify a training need and launch the online NASA Form 1735 in SATERN

- Launch your internet browser and go to *https://satern.nasa.gov*.
- Enter your **User Name** and **Password** and click **LOGIN.**
- Select **LEARNING** from the main menu on the home page.
- Select **EXTERNAL TRAINING REQUESTS** from the submenu.
- Click **NEW EXTERNAL REQUEST.**

Step 2: Complete the Form

Fill out the NF-1735 that is displayed on the screen.

- Enter the relevant data in each field. Some fields will be pre-populated with information about you from your Profile and most fields are mandatory. (See the reverse side for more details.)
- Click **SUBMIT.**

Step 3: Verify Approver

- Click **SHOW ALL** for the initial approval step to verify your supervisor.
- Click **SUBMIT.**

Step 4: Check Your Status

You will receive e-mail notifications at each step in the approval chain. Be aware of the ongoing status of your request to ensure timely action.

- Select **LEARNING** from the main menu on the home page.
- Select **EXTERNAL TRAINING REQUESTS** from the submenu.
- Click on the **REQUEST ID** of the training request you wish to view.
- Scroll down the form to **SECTION E-APPROVALS** to view the status and approval date of each step in the approval chain.
- Upon final approval, the external training request will be added to your learning plan.

Step 5: Attend Training

After you attend training, you will receive an e-mail that includes a link to an online course evaluation. If you attended an academic course, you will receive an e-mail on how to submit your final grade. Please complete the evaluation or submit your final grade to receive credit on your learning history.

How do I submit an external training request?

The NASA Form 1735 Request, Authorization, Agreement and Certification of Training is the official NASA form for all external training requests. Eligible NASA civil servants may submit a request for external training (conferences, academic courses, and other external events) via NASA Form 1735 (NF-1735).

NASA employees submit electronic requests for External Training online and have them automatically approved, tracked, and recorded in SATERN.

How do I copy an external training request?

To copy an external training request that has been submitted, click the **COPY REQUEST** button to open the form, make any changes, and submit the new request.

What if I submitted the form with an incorrect supervisor?

Update your profile to reflect your correct supervisor. Click **WITHDRAW REQUEST** to cancel the original form. To copy and resubmit the form, click the **COPY REQUEST** button to open the form, make any changes, and click the **SUBMIT** button to resubmit the new request. Verify that your supervisor is correct (click Show All) and click **SUBMIT** again to complete the request.

Help Desk: 1-877-NSSC-123 (1-877-677-2123)
Hours of Operation: Monday–Friday, 8 am–8 pm EST
E-mail: *nasa-satern.support@nasa.gov*
Login: *https://satern.nasa.gov*

National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources at NASA

QUICK REFERENCE GUIDE
UPDATED 01/07

Requesting External Training at NASA

www.nasa.gov

How to complete an External Training Request Form in SATERN

Section A

Trainee Information: To be completed by the employee

Tracking Number: System generated. Not editable.

*Block 1: Applicant's Name — Pre-populated from your SATERN Learner Profile.

Block 2: UUPIC/Learner ID — Your UUPIC or Learner ID will be pre-populated.

*Block 3: Position Level — Select one.

Block 4: Home Address — Complete if authorized to attend training on a reimbursement basis or to have course materials shipped to your home instead of work.

Block 5, 5a-5c: Organization Mailing Address, ***Office Phone**, ***E-mail Address**, and ***Fax Number** — Self-explanatory. Your org code is pre-populated from the Organization field in your Learner Profile.

*Block 6: Position Title/Function — Self-explanatory.

*Block 6a: Pay Plan/Series/Grade — Pay plan and grade are pre-populated.

Block 6b: Education Level — Pre-populated with your degree level in your Learner Profile custom columns.

* Indicates a mandatory field

Section B

Training Course Data: To be completed by the employee

*Block 7: Name and Mailing Address of Training Vendor including Street, City, State, Zip Code, Phone Number, Fax Number, and E-mail Address, if available. — Free-form fields. Contact the vendor to obtain the information above if it is not identified on background material.

*Block 7a: Location of Training Site — If same as block 7, check the box.

*Block 8: Course Title — Enter the exact title from the course materials. Spell out acronyms.

*Block 9: Course Objectives — Self-explanatory.

*Block 10: Course Description — Self-explanatory.

*Block 11: Justification — Indicate how the training aligns with your professional needs and the needs of your office and organization. Your justification may not be to obtain a degree.

*Block 12: Related Competencies (Primary) — Identify at a minimum the primary competency that the course conveys. You may also select up to four other competencies that the course provides. You can view the Workforce Competency Dictionary at *https://cmstool.nasa.gov/dictionary.htm*.

Block 13: Vendor Catalog/Course Number — Enter the vendor number/identifier or college/university number assigned to a course, if available.

*Block 14: Training Period — Indicate the date (dd/mm/yy) the training will start and end. Use the calendar picker icon to choose the dates.

*Block 15: Number of Course Hours — Indicate the number of hours (duty or non-duty) during which training will occur.

Block 16: Requesting reasonable accommodations to participate in this course? — Self-explanatory. If the answer is yes, use drop down menu to identify need.

*Block 17: Credit Hours — For an academic course, indicate the number of total credit hours to be earned. If none, enter "0."

*Block 18a-c: Estimated Cost (Direct) — Self-explanatory.

*Block 19a-c: Estimated Cost (Indirect) — Indicate all related travel costs.

*Comments: Provide registration or other important information. At a minimum, supply a Web link for vendor/course information, if available. For conferences, enter the sessions you will attend and links to course registration forms. Indicate if you are using program or project funds if that information is available.

For Training Office Use Only: Blocks 20-23
Section C — Actual Costs: To be completed by the Training Office.
Section D — Billing Information: To be completed by the Training Office.
Section E — Approvals: Shows status by approval step and date.
Agreement to Continue in Service: By submitting the form, you agree to continue in service if the training exceeds 80 hours.

National Aeronautics and Space Administration

Request, Authorization, Agreement and Certification of Training

TRACKING N

SECTION A - TRAINEE INFORMATION

3. POSITION LEVEL

2. UUPIC

a. NON SUPERVISOR

1. APPLICANT'S NAME   (Last, First, Middle Initial)

b. SUPERVISOR

(Used for reimbursements only)

c. MANAGER